

# DOCUMENTS FOR HAWAII SERVICES

## Suggestions:

- Make several copies of your documents and keep the originals in a safe place to prevent loss.
- If you lose your original I-94, it will cost you \$320 to replace it.
- You will NOT get services without the proper documentation.

Service Sought	Types of Documents or Records Needed
<p align="center"><b>SCHOOL ENTRY IN HAWAII</b></p>	<ul style="list-style-type: none"> <li>❑ <b>Birth certificate / Passport</b></li> <li>❑ <b>Immunization Records</b></li> <li>❑ <b><i>If child already in school:</i></b> All prior <b>school records OR name and address</b> of all previous schools attended.</li> <li>❑ <b>Physical Examination</b> by a U.S. licensed Medical Doctor (M.D.) including a <b>signed Form 14</b>, completed <b>within one year</b> of school entry. This can be done in your country prior to your child coming to Hawaii, provided the Physician is a U.S. licensed MD. (See Attached form 14)</li> <li>❑ <b>TB skin test (Mantoux)</b> performed by a U.S. licensed Medical Doctor (MD) <b>within one year of school entry</b>. The reading must be in millimeters, with the date given and the date read.</li> </ul>
<p align="center"><b>HEALTH INSURANCE</b></p>	<p><b>The State of Hawaii's Med Quest Program requires these documents from COFA residents. Correct spelling of name and correct Social Security number is required. Only One Item is required for each:</b></p> <p><b>Photo Id:</b> State ID cards with photo  Driver License with photo  Bus Pass with photo  Employee photo ID  School photo ID  Keiki ID  Permanent resident ID  Store Card with photo  Bank Card with photo  Hospital newborn photo  Other official photo ID</p> <p><b>US. Citizenship:</b>  Hospital Birth Record  Hawaii State ID Card  Certified US Birth Certificate</p> <p><b>Alien Status:</b>  I-94</p> <p><b>Income Information:</b></p> <ul style="list-style-type: none"> <li>• send pay stubs for past 1 to 3 months <i>only if your income goes up and down.</i></li> </ul> <p><b>Self-employed</b></p> <ul style="list-style-type: none"> <li>• Income and expense for last three months</li> <li>• General excise license</li> </ul>

Service Sought	Types of Documents or Records Needed
<b>U.S. SOCIAL SECURITY CARD</b>	<p>*** <b>ONLY ORIGINAL</b> documents will be accepted ***</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth certificate</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> I-94</li> <li><input type="checkbox"/> <b><i>If you are not the natural parents:</i> Guardianship papers</b> signed by the Courts of your country. This document is also required for any medical services and when applying for Medical Insurance.</li> </ul>
<b>PUBLIC HOUSING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>U.S. Social Security Card</b> for each member of your family applying for the insurance.</li> <li><input type="checkbox"/> <b>Birth certificate / Passport</b> for each member of the household</li> <li><input type="checkbox"/> <b>Verification of any income or assets</b></li> <li><input type="checkbox"/> <b>Marriage certificate or Divorce decree is optional and families maybe asked for these</b></li> <li><input type="checkbox"/> <b><i>If head of household is 62 years old or is disabled:</i> verification of medical expense</b></li> <li><input type="checkbox"/> <b>Bank records</b></li> <li><input type="checkbox"/> <b>Rental history</b></li> </ul>
<b>EMPLOYMENT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>U. S. Social Security Card</b></li> <li><input type="checkbox"/> <b>Passport</b></li> <li><input type="checkbox"/> <b>Past work history</b> with <b>address</b> and <b>phone number</b> of employer with <b>dates</b> of employment</li> <li><input type="checkbox"/> <b>Certificate OR Diploma</b> for any education completed in your country</li> <li><input type="checkbox"/> <b>Current tuberculosis (TB) certificate</b> may be required for certain occupations.</li> </ul>
<b>Additional helpful documents (Bring if available)</b>	<p><b>Business Card/Address/Phone Number for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Family Doctor</b></li> <li><input type="checkbox"/> <b>Family Dentist</b></li> <li><input type="checkbox"/> <b>Employer (past/current)</b></li> </ul>
<b>Children's Records</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Report Cards</b></li> <li><input type="checkbox"/> <b>Workers Permit</b></li> <li><input type="checkbox"/> <b>Discharge Paper (from school)</b></li> </ul>
<b>Military Service Records (if applicable)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>DD 214</b></li> </ul>